



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Pre-tax benefit programs
- Health Insurance
- Vision/Dental Insurance
- Group Life insurance
- Long-Term Care Insurance
- Defined contribution retirement benefits (FERS)
- Thrift Savings Plan (TSP) - 401(k) styled investment program with up to 5% match
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT
NORTHERN DISTRICT OF OHIO
**U.S. Pretrial Services & Probation
Officer Specialist**

VACANCY #22-40

LOCATION: Akron, Cleveland, Toledo, Youngstown, Ohio

REPORTS TO: Supervisory U.S. Pretrial Services & Probation Officer

STATUS: Full-time permanent

CLASSIFICATION: CL29

POSTED: September 30, 2022

SALARY RANGE: \$75,493 - \$128,025

CLOSING DATE: Open Until Filled. First consideration will be given to applicant packets received by Friday, October 14, 2022.

Position Overview

The Officer Specialist (Sentencing Guidelines) serves as the district's authority on presentence investigations and sentencing guidelines. This position is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releases, and/or parolees with specialized issues, complicated, complex financial crimes, or multi-defendant cases, including white collar criminals, corporations, protected witnesses, organized crimes, and other cases of notoriety which pose a unique threat to the public safety. One (1) Officer Specialist position will be filled but it may be at any duty station location.

General Duties and Responsibilities include, but are not limited to the following:

- Perform investigative and supervision responsibilities for defendants/person on supervision in both general and specialized cases. Conduct investigations, prepare reports, and make recommendations for the court in general, high-risk, and/or specialized cases by interviewing persons on supervision/defendants and their families and collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include *U.S. Sentencing Guidelines*, Monographs, and relevant case law in the area of specialization.
- Serve as consultant, resource and expert to the court, line officers, and staff in specialized cases, including complex financial crimes, the assessment of liabilities, and the imposition and collection of monetary penalties.
- Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services.
- Train line officers on identification and treatment of persons on supervision/defendants with special needs. Provide management and staff with ongoing updates related to changes with persons on supervision/defendant population.

U.S. Pretrial Services &
Probation Officer Specialist
(VA 22-40)

How to Apply: Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- (Include VA 22-40 in Subject of Email)
- Cover Letter (not to exceed four pages) addressing the following:
 - An explanation of how your skills and experience may contribute to our organization;
 - how your experience and preparation relate to the duties and responsibilities of this position;
 - a summary of your education related to sentencing guidelines, evidence-based practices;
 - Summary of your education or steps taken to prepare for a leadership role.
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Copy of recent performance evaluation
- Application for Federal Judicial Employment found at:

<https://www.ohnd.uscourts.gov/careers>

Due to the high sensitivity of this position the Optional Background Questions (18-20) on the AO 78 form must be answered.

Conditions of Employment:

Applicants must be U. S. citizens or eligible to work without restriction in the United States.

- Selected candidate must successfully complete an FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.

- Track developments in the law, and update staff and the court. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and persons on supervision through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and implement the necessary treatment or violation proceedings.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of location monitoring conditions ordered by the court, and in some districts may perform location monitoring reintegration on behalf of the Bureau of Prisons.
- Analyze and resolve disputed issues involving persons on supervision/defendants and present unresolved issues to the court for resolution. Assess clients' level of risk and develop a blend of risk management strategies for controlling and correcting risk.
- Serve as district authority on sentencing and sentencing guidelines issues. Maintain current knowledge of case law and Sentencing Commission, Administrative Office, and local policies and procedures pertaining to sentencing. Maintain up-to-date district-wide resource materials relating to the sentencing process.
- Train district staff, law enforcement agencies, U.S. Attorney's staff, and/or defense attorneys on sentencing guidelines and sentencing matters, including new developments in sentencing issues, guideline amendments, case law, etc.
- Serve as the lead with district presentence groups by conducting regularly scheduled meetings. Complete presentence investigations for cases involving extremely complex issues and/or cases of unusual notoriety (e.g., white collar, organized crime, large conspiracy drug cases, and criminal organizations).
- Conduct the investigation on the lead and/or the "most culpable" defendant in multi-defendant cases and coordinate the preparation of the offense conduct section of the presentence reports in applicable cases. Coordinate the preparation of the victim impact portion of the presentence report in multi-defendant cases when assigned lead responsibilities in such cases.
- Serve as an expert in the use of Westlaw and Lexis and act as trainer for district staff in research procedures. Serve as district representative/liaison with Westlaw and Lexis.
- Serve as a consultant to presentence officers as problems arise during an investigation and/or during preparation of a presentence report, in the absence of, or at the request of a SUSPO.
- Demonstrate and maintain proficiency in financial investigation techniques and assist other officers with these matters, as requested. Maintain resource materials for the district relating to financial investigations. Train district staff on financial matters.
- Update policy and procedures related to the investigation and preparation of presentence reports and provide related training to staff at least annually.
- Schedule and conduct drug use detection tests and DNA collection of persons under supervision/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed

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- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.

Identifies and evaluates the District's needs for specialized programs. Develops proposals and programs for Chief Officer's approval to provide needed specialized services.

- Participate in the administrative planning of specialized caseloads. Provide advice, consultation and program vision and direction and make proposals to the Chief.
- Perform other duties as assigned.

The Pretrial Services & Probation Officer Specialist, in addition to performing the duties of a line officer, is responsible for the oversight and development of other officers and could be assigned to any specialty within the district as directed by the Chief U.S. Pretrial Services & Probation Officer. This is a leadership position within the district that demands integrity, initiative, teamwork, creativity, flexibility, dedication, and loyalty to the district's mission.

Qualifications (Must be met at the time of application)

Completion of a bachelor's degree from an accredited college or university in a field of academic study which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. An advanced degree in a field closely related to the position is highly preferred.

REQUIRED EXPERIENCE:

To qualify at the CL29 level, candidate must have at least three (3) years of specialized experience, **including at least one year (52 weeks) as a CL28 federal pretrial/probation officer in the U.S. Courts.**

SPECIALIZED EXPERIENCE:

Specialized experience is progressively responsible experience gained after completion of a qualified bachelor's degree in such fields as probation, pretrial services, parole, criminal investigations, or work in substance/addiction treatment. Experience as a police officer, custodial, or security officer, other than any criminal investigative experience, is not creditable.